



Michael R. Pence, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
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## CIH Cost Analysis Subcommittee Meeting Minutes

Date/Time: April 12, 2016 10:00am- 2:00pm

Place: Insights Consulting  
7830 Johnson Road  
Indianapolis, IN 46250

### Attendees:

Kelly Hartman – Subcommittee Chair Insights Consulting, Inc.	Adam Schwelnus Logan Community Resources, Inc.
Terry Huser Huser Special Care	Laura Fife Connections Case Management
Dick Rhoad Wabash Center, Inc.	Dan Stewart Achieva Resources Corp.
Kim Opsahl INARF	Misty Woltman Easter Seals – Arc Northeast Indiana
Julie Reynolds DDRS	Nathan Grossman Public Consulting Group, Inc.
Thom Hayes BDDS	

### Introductions

### Topics

- Review of Objective
  - Advise DDRS how to better understand the cost of providing CIH residential services as part of the CIH waiver amendment (proposed effective date of October 1, 2016)
  - Advise DDRS on planning cost analysis that will lead to the following outcomes:
    - Providing sufficient resources to obtain positive outcomes
    - Reasonable, informed and defensible rates
    - Avoiding unnecessary administrative burden



- History of waiver programs in Indiana – Guest: Tracy R. Mitchell, CPA of Bradley and Associates
  - A review of where we have been, how we got here, what has and has not worked.
  - How can lessons from our past help the Cost Analysis Subcommittee achieve intended outcomes and move us toward the future?
  - Group discussion
- Provider Chart of Accounts & Discussion
  - How to approach the cost factors in providing RHS services
    - All provider reimbursement rates consist of four cost centers.
      1. Direct care staff compensation
      2. Employee-related Expenses
        - Discretionary cost
        - Non-Discretionary
      3. Program Supervision and indirect expenses
        - Program support services: staff trainers & clinical supervisors
        - Supervision of direct care staff
        - Qualified professionals/registered records technicians
        - Program related supplies
        - Social services involving family counseling, estate and guardianship support
        - Evening activities including recreation and community-inclusion opportunities
        - Program associated transportation
        - Documentation requirements
      4. General and administrative expenses
        - Administrative salaries: director and secretarial support
        - Professional services: management of payroll and accounts receivable
        - Insurance to include liability
        - Travel and entertainment not related to direct care activities
        - Office expenses such as supplies, equipment, and telephone
        - Program development and fund raising
        - Occupational and health safety cost
        - Depreciation and amortization on capital assets
        - Interest on capital debt
        - Real estate taxes
        - Property insurance
        - Other interest, miscellaneous, equipment rental

## **Planning Ahead**

- The next meeting will be May 3, 2016 – 10:00AM – 2:00PM Insights Consulting – 7830 Johnson Road, Indianapolis, IN 46250